



THEATER RENTAL QUESTIONNAIRE

It is your responsibility to read, understand and answer all necessary questions prior to submission. Please note that this form will be divided into departmental sections so some questions may be repeated.

Questions: contact Julia - 302.658.7897 x3612



Event Name: _____ Event Date: _____

Primary Contact: _____

Authorized to Speak on Behalf of Renter: _____

Company Name: _____

Address: _____

Primary Phone: _____ Secondary Phone: _____

E-Mail: _____

Please describe your event in detail including names of performance groups*:

***If performers will be contracted, you will need to supply copies of the executed contracts.**

In what theater are you interested?

- Copeland Hall Theater (Capacity 1140)
- The Playhouse on Rodney Square (Capacity 1250)
- baby grand theater (Capacity 305)
- Not Sure

Is this event a fundraiser? Who is the beneficiary? _____

Is your organization a certified Non-Profit 501(c)3 Organization? YES* or NO (please circle)

*If yes, proof is required.

Have you utilized any of our theater or special event spaces before?

- Yes When? _____
- No

How did you hear about us: (please check all that apply)

- Attended a previous event Attended a performance
- Which event or performance? _____
- Word-of-mouth or referral Web search
- Other _____

EVENT INFORMATION

Preliminary Timeline

What time will the first person from your event be arriving for setup? _____

Will there be a pre-event rehearsal? What time? _____

Will you have catering? What time will they arrive? _____
(All caterers must be licensed and provide proof of insurance.)

Is there a pre-event reception? What time? _____

What time will the theater doors open for guests to be seated? _____

What time will your performance/event begin? _____

Is there an intermission? How long? _____

What time will your performance/event conclude? _____

Is there a post-event reception? What time? _____

What time will the last person exit the facility? (must be by 11pm) _____

Please check requested tables and chairs: (subject to availability)

Merchandise Tables (18" x 6') Number: _____ Location: _____

Banquet Tables (36" x 6') Number: _____ Location: _____

Chairs Number: _____ Location: _____

Will any merchandise be sold either by you or vendors? Yes, # of vendors _____ No

Note: Renter must provide sellers. There is a 20% Charge on all soft goods sold and a 10% charge on all recordables (CDs/DVDs/Etc.). Rental of space includes 1 standard merch set-up, any additional tables requested may come with a fee.

Will ushers be needed to assist with seating? (subject to availability) Yes No

The Grand will have beverages and snacks available for sale to be enjoyed in the lobby and theater during the event. If you would like to opt out of alcohol being sold, please inform us.

If there are other activities associated with your event (reception, meet and greet, etc.), please describe and provide both the start and end times:

Licensee. Licensee shall hold harmless The Grand Opera House and indemnify The Grand Opera House from any loss resulting from any misprints in any advertising media placed by Licensee. Licensee is responsible for all marketing and publicity surrounding the event. Licensee shall not broadcast, telecast, record, or reproduce any performance, rehearsal thereof, or parts thereof for public use without the express written consent of, and upon terms and conditions agreed to by, Grand Opera House, Inc..

Please tell us how you intend to market your event (check all that apply):

- | | | | |
|------------------------------------|---------------------------------------|--|--|
| <input type="checkbox"/> Posters | <input type="checkbox"/> Post Cards | <input type="checkbox"/> Flyers/Handouts | <input type="checkbox"/> Brochures |
| <input type="checkbox"/> Print Ads | <input type="checkbox"/> Self-mailers | <input type="checkbox"/> Direct Mail | <input type="checkbox"/> Telemarketing |
| <input type="checkbox"/> Website | <input type="checkbox"/> Email | <input type="checkbox"/> Facebook | <input type="checkbox"/> Twitter |

Other (please describe): _____

If your Show or Organization has a website, please provide your web address(es):

The next section is about your stage production. Please take a moment to read this intro written by our Technical Director to help you answer the questions that follow:

I'm sure that you have heard the term "the magic of the theater," and this is what you are trying to create for your audience with your special event here at The Grand. But, that magic doesn't just happen by itself; it takes work and time.

Both Copeland Hall and the baby grand theaters have fully equipped sound and light systems (wireless microphones are not included) which normally have basic setups in place. However, the more elaborate you wish the lighting to be, the more time it takes to accomplish that before any rehearsals can take place. The more instruments in your band, the more microphones have to be placed, wired, checked and balanced during a sound check. This also takes time.

Although your rental fee covers use of the space during a stated period of time, it does not cover the cost of the stage crew necessary to make the sound, lights and other technical aspects of your production exactly how you want them. The Grand's stage crew members are professionals who are here to help you. The longer it takes to set up your needs, the more time the crew needs to be here and thus, the more cost for crew hours you will incur. The Technical Director will discuss your requirements with you beforehand, and he will determine how much time is necessary to accomplish what you want.

Also, please remember, those little gremlins running around backstage making magic, also known as stage crew, are really human beings. They cannot function continuously for hours on end without breaks. When thinking about your production schedule, please keep that in mind. Meal breaks may be required every four to five hours.

Here's to working together for a great production!

STAGE PRODUCTION SPECIFICATIONS (1 OF 3)

Tech specs can be found on our website.

Event or Performance Name: _____ Date/Time: _____

Theater: Copeland Hall baby grand The Playhouse on Rodney Square

Contact Name for Technical Needs: _____

(This person must be present all day for the event.)

Best Phone Number for Technical Contact: _____ Secondary #: _____

Type of Event or Performance: _____

Please Describe your Event or Performance: _____

What is the total number of people in your performance/show? _____

Will you be contracting the talent? _____

If this is a hired performance/show, did they provide you with a contract and technical rider?

Yes* No ***If yes, we will need a copy of the executed contract and rider.**

Does this performance/show involve a chorus? Yes, number of singers: _____ No

Will you require chorus risers? Yes* Standing or Seated (please circle) No

***Requires additional crew hours billed.**

Are there soloists? Yes, number _____ No

Is singing to a recorded track? Yes Medium: Cassette CD DAT No

If computer file, what format? _____

Is singing with live accompaniment? Yes* – single, group or band (circle one) No

***Please provide drawing of setup listing number of members and types of instrument(s).**

Does your group or band require risers? Yes* No

***Requires additional crew hours billed.**

If yes, please list how many, what dimensions and what height(s): _____

Is your group or band acoustic and do you need microphones*?

Acoustic Need Microphones* How many and for which instruments? _____

***Specific mics not in GOH/PH inventory or wireless mics may incur additional rental charges.**

STAGE PRODUCTION SPECIFICATIONS (2 OF 3)

Do you need to rent back line instruments? Yes* No

***Requires additional costs billed.**

If yes, which ones? _____

Is there a DJ providing music? Yes, location: _____ No

Do you have your own sound equipment? Yes, name: _____ No

Do you need monitors? Yes*, number of monitors _____ Number of mixes _____ No

***May require additional costs billed.**

Do you have a front-of-house or monitor mix person?

Yes, name & phone #: _____ No

Do you need a piano? Yes* No

***Pianos listed are available to rent and tune at additional cost.**

9' Steinway Concert Grand (Grand Opera House only)

6' Yamaha Baby Grand (Grand Opera House only)

Upright Piano (Grand Opera House and Playhouse)

If yes, placement: Copeland Hall Stage baby grand stage baby grand lobby

Will piano move to a different location during the performance/show? Please describe:

Do you need music stands/lights? Yes, number _____ No

Do you need chairs on stage? Yes, number _____ No

Will you need an acoustical shell (Copeland Hall Only): Yes No

Is this performance/show a play or dramatization? Yes No

If yes, is there scenery? Yes* No

Does the scenery need to fly? (Playhouse Only) Yes No

If yes, please describe the set (platforms, walls, furniture, etc.): _____

****All scenery must be constructed, painted, treated with flame retardant, and provided with any necessary rigging before loading into the theater. Assembly and minor touch up paint ONLY are allowed on the stages.***

Do you have a ground plan or elevations for your scenery? Yes No

Do you have people to load in, set up and load out your scenery? Yes No

***If not, additional crew hours may be billed.**

Do you require prop tables? Yes, location _____ No

STAGE PRODUCTION SPECIFICATIONS (3 OF 3)

Are there rehearsals scheduled prior to your scheduled performance date? Yes No

***Requires additional crew hours billed.**

If yes, when are they scheduled and where? _____

What is the estimated running time of your performance/show? _____

Are there any intermissions during your performance/show? None One More

Please detail when during your performance/show the intermission(s) will take place: _____

Is audio/video equipment needed? Yes Circle: Projector / Screen / Laptop No

***May require additional costs billed. All video and/or slide shows must be submitted prior to event.**

Will there be a lighting or sound board within the seating area? Yes No

If yes, please describe location: _____

What type of stage lighting will be required for your performance/show? Please describe:

Do you have a lighting plot plan that you can provide to us? Yes* No

***Performances or shows that require hanging and focusing of a provided plot or those requiring refocusing or specific gels or gobos will require additional crew hours and/or materials costs to be billed.**

Do you require follow-spot(s)? Yes* No How Many? _____

***If yes, additional crew hours and/or follow-spot rental costs may be billed.**

Do you need a podium? Yes, location _____ No

Do you need to hang any banners or other soft goods? Yes No

If yes, list number, location and dimensions: _____

Do you need steps from the stage to the audience? Yes No

How many vehicles will be arriving for load-in at the stage lift doors on King (GOH) or Orange Street (PH)? _____

A City of Wilmington Parking Permit is required for the loading zone on King Street or Orange Street:

Have – must be submitted to Technical Director Need – additional cost billed

Are there either handicapped or other special needs required on stage? Yes No

If yes, please describe: _____

List special requests or unusual technical requirements: _____